

PURCHASE SECTION REPORT
From 28 December 1953 to 3 January 1954

<u>Requisitions</u>		
Balance pending end of previous week	184	
Received during week	<u>143</u>	
	327	
Completed during week	<u>194</u>	
Balance pending end of week	133	
<u>Purchase Orders Issued</u>	147	\$ 52,682.72
 <u>Backlog of Typing</u>		
Purchase Orders	28	
Correspondence	0	
Invitations to Bid	0	
Bills of lading	<u>0</u>	
Total	28	
 STATUS OF PENDING REQUISITIONS*		
		<u>Estimated Value</u>
A. <u>Without Action</u>		
Held less than 15 days	27	6,172.00
Held more than 15 days	<u>0</u>	-0-
Total	27	6,172.00
B. <u>With Action</u>		
<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	30	10,619.84
Held more than 30 days	<u>0</u>	-0-
Total	30	10,619.84
<u>Pending receipt or opening of Bids</u>		
Held less than 30 days	50	11,775.00
Held more than 30 days	<u>0</u>	-0-
Total	50	11,775.00
<u>Pending Clearance from GPO and/or GSA</u>		
Held less than 30 days	1	76.56
Held more than 30 days	<u>0</u>	-0-
Total	1	76.56
<u>Pending Completion of Service and/or Billing</u>		
Held less than 30 days	25	2,254.00
Held more than 30 days	<u>0</u>	-0-
Total	25	2,254.00
Total with Action	106	24,725.40
C. <u>Total Pending Requisitions</u>	133	30,877.40
D. Total Hours of Overtime during the past week	None	

*Details for each Purchasing Agent are in Purchase Section